

10/20/98

jcs40 U.S. PTO

## IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicant: Andrea M. Jacobson  
 Docket: 12369.5US01  
 Title: ELECTRONIC RECORD MANAGEMENT SYSTEM

## CERTIFICATE UNDER 37 CFR 1.10

'Express Mail' mailing label number: EL039321607US

Date of Deposit: October 20, 1998

I hereby certify that this paper or fee is being deposited with the United States Postal Service 'Express Mail Post Office To Addressee' service under 37 CFR 1.10 and is addressed to the Assistant Commissioner for Patents, Washington, D.C. 20231.

By:   
 Name: Miguel Rivera

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09/175589

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BOX PATENT APPLICATION  
 Assistant Commissioner for Patents  
 Washington, D.C. 20231

Sir:

We are transmitting herewith the attached:

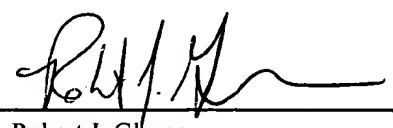
- ☒ Transmittal sheet, in duplicate, containing Certificate under 37 CFR 1.10.
- ☒ Utility Patent Application: Spec. 35 pgs; 22 claims; Abstract 1 pgs.  
The fee has been calculated as shown below in the 'Claims as Filed' table.
- ☒ 40 sheets of informal drawings
- ☒ Verified statement to establish small entity status
- ☒ A signed Declaration Under 37 C.F.R. § 1.63
- ☒ Assignment of the invention to Virtual WorkSpace, LLC, Recordation Form Cover Sheet
- ☒ A check in the amount of \$406.00 to cover the Filing Fee (please charge Deposit Account 13-2725 \$11.00 for payment of extra claim not included in enclosed check.)
- ☒ A check for \$40.00 to cover the Assignment Recording Fee.
- ☒ A signed Power of Attorney
- ☒ Return postcard

## CLAIMS AS FILED

Number of Claims Filed	In Excess of:	Number Extra	Rate	Fee
Basic Filing Fee				\$395.00
Total Claims				
22	20	2	x 11.00	\$22.00
Independent Claims				
3	3	0	x 41.00	\$0.00
MULTIPLE DEPENDENT CLAIM FEE				\$0.00
TOTAL FILING FEE				\$417.00

Please charge any additional fees or credit overpayment to Deposit Account No. 13-2725. A duplicate of this sheet is enclosed.

MERCHANT, GOULD, SMITH, EDELL,  
 WELTER & SCHMIDT  
 3100 Norwest Center, Minneapolis, MN 55402  
 (612) 332-5300

By:   
 Name: Robert J. Glance  
 Reg. No.: 40,620  
 Initials: RJG/skl

**SMALL BUSINESS**

**VERIFIED STATEMENT (DECLARATION) CLAIMING SMALL ENTITY STATUS  
(37 C.F.R. 1.9(f) AND 1.27(c)) – SMALL BUSINESS CONCERN**

I hereby declare that I am

- a) ☐ the owner of the small business concern identified below:  
b) ☒ an official of the small business concern empowered to act on behalf of the concern identified below:

NAME OF CONCERN: Virtual WorkSpace, LLC  
ADDRESS OF CONCERN: 250 East Sixth Street, #610  
St. Paul, Minnesota 55101

I hereby declare that the above identified small business concern qualifies as a small business concern as defined in 13 C.F.R. 121.801–805, and reproduced in 37 C.F.R. 1.9(d), for purposes of paying reduced fees under Section 41(a) and (b) of Title 35, United States Code, in that the number of employees of the concern, including those of its affiliates, does not exceed 500 persons. For purposes of this statement, (1) the number of employees of the business concern is the average over the previous fiscal year of the concern of the persons employed on a full-time, part-time or temporary basis during each of the pay periods of the fiscal year, and (2) concerns are affiliates of each other when either, directly or indirectly, one concern controls or has the power to control the other, or a third party or parties controls or has the power to control both.

I hereby declare that rights under contract or law have been conveyed to and remain with the small business concern identified above with regard to the invention, entitled ELECTRONIC RECORD MANAGEMENT SYSTEM by inventor(s) Andrea M. Jacobson described in

- a) ☒ the specification filed herewith.  
b) ☐ provisional application serial no. \_\_\_, filed \_\_\_.  
c) ☐ non-provisional application serial no. \_\_\_, filed \_\_\_.  
d) ☐ patent no. \_\_\_, issued \_\_\_.

If the rights held by the above-identified small business concern are not exclusive, each individual, concern or organization having rights to the invention is listed below\* and no rights to the invention are held by any person, other than the inventor, who could not qualify as an independent inventor under 37 C.F.R. 1.9(c) or by any concern which would not qualify as a small business concern under 37 C.F.R. 1.9(d) or a nonprofit organization under 37 C.F.R. 1.9(e). \*NOTE: Separate verified statements are required from each named person, concern or organization having rights to the invention averring to their status as small entities. (37 C.F.R. 1.27)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

- a) ☐ INDIVIDUAL      b) ☐ SMALL BUSINESS CONCERN      c) ☐ NONPROFIT ORGANIZATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

- a) ☐ INDIVIDUAL      b) ☐ SMALL BUSINESS CONCERN      c) ☐ NONPROFIT ORGANIZATION

I acknowledge the duty to file, in this application or patent, notification of any change in status resulting in loss of entitlement to small entity status prior to paying, or at the time of paying, the earliest of the issue fee or any maintenance fee due after the date on which status as a small entity is no longer appropriate. (37 C.F.R. 1.28(b))

I hereby declare that all statements made herein of my own knowledge are true and that all statements made on information and belief are believed to be true; and further that these statements were made with the knowledge that willful false statements and the like so made are punishable by fine or imprisonment, or both under Section 1001 of Title 18 of the United States Code, and that such willful false statements may jeopardize the validity of the application, any patent issuing thereof, or any patent to which this verified statement is directed.

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

*Andrea Jacobson*      ANDREA JACOBSON  
*Chief Manager*  
250 East Sixth Street, #610 St. Paul, Minnesota 55101  
*Andrea Jacobson*

SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

*10/20/98*